

DoD HFE TAG POLICIES

1. Membership (General membership policies are outlined in the Operating Structure, under "Group Composition.")

1.1 Individuals who are not affiliated with Government agencies (but who are associated with technical societies or industrial associations with a stated interest in human factors engineering) wishing to affiliate with the TAG may contact the current Technical Society/Industry subTAG Chair to ascertain eligibility under the TAG Operating Structure. Once eligibility has been ascertained, the individual should submit a letter on the organization's letterhead, confirming his/her status as the organization's representative, to the current Chair of the Technical Society/Industry subTAG.

1.2 Emeritus Membership may be approved by the Executive Committee on a case-by-case basis for a former TAG member who is retired from government service or defense industry. Emeritus Membership is automatically deactivated during any period or re-employment with the government or defense industry.

2. Meeting Sites (Sites are recommended by the service caucus whose turn it is to host the TAG with a view toward a balance in geographic location and meeting facilities.)

2.1 TAG members are encouraged to recommend potential meeting sites.

2.2 Organizations who wish to host the TAG should contact their Service Representative or the current TAG Chair.

3. Agenda (The agenda is determined approximately three months before the scheduled meeting. The Chair Select selects the topics from those recommended by the Service Representatives, hosting agency and the TAG Coordinator.)

3.1 TAG members are encouraged to suggest potential agenda topics or topics suitable for tutorial sessions to their Service Representative, the current TAG Chair, or the TAG Coordinator.

4. Registration (Registration fees and the date of the close of registration are announced in an information letter sent approximately two months before the scheduled meeting.)

4.1 All attendees are expected to pre-register and prepay by the announced close of registration.

4.2 Only individuals receiving late travel approvals may register on-site. Payments made at the meeting site must be in cash.

5. Minutes (The Minutes of each meeting serve as the principal mechanism for the reporting of TAG activities. The Minutes will be published as a draft document on the website.)

5.1 Individuals or agencies desiring to be included on the distribution list for a specific meeting should contact the TAG Coordinator.

6. SubTAGs and Committees (See the Operating Structure, section entitled "TAG SubTAGs," for specific information regarding the purposes and operating procedures of subTAGs and committees.)

6.1 All subTAGs and committees are encouraged to meet in conjunction with the TAG at least once each calendar year.

6.2 All subTAGs and committees meeting in conjunction with the TAG are required to provide a chairperson for the specific meeting.

6.3 All subTAG and committee chairpersons are to submit a brief report of each meeting to be included in the set of TAG Minutes covering the subTAG/committee meeting time frame.

6.4 All subTAGs and committees are required to provide the TAG Coordinator with an up-to-date list of their membership for use in the distribution of TAG announcements.

6.5 All subTAGs are required to submit to the Executive Committee a Charter including, but not limited to, statements regarding:

- objectives
- membership policies
- meeting schedule
- scope
- chair selection/tenure

6.6 Committees are required to submit to the Executive Committee a document including, but not limited to, brief statements regarding:

- objectives
- membership policies
- chair selection/tenure

6.7 Rotation of the chair position is determined by subTAG charter. If the position cannot be filled by the appropriate service at the election meeting, the subTAG may progress to the next service willing to chair the subTAG

7. SubTAG Establishment

7.1 Groups interested in addressing technical areas not covered by existing subTAGs may request the TAG Chair to provide meeting time.

7.2 Formal subTAGs and committees may be established by recommendation of the Executive Committee.

8. Chair/Representative Selection (General selection procedures are outlined in the Operating Structure under "Conduct of Business.")

8.1 A Service caucus may be called by the TAG Chair or the current Service Representative.

8.2 Methods of determining the Chair Select and Service Representatives are Service dependent.

8.3 Unexpired terms of office will be filled by appointment by the Executive Committee, until a caucus of the Service can be called at the next regularly scheduled TAG meeting.

9. Funding The funding required for the organization, conduct, franking, and documentation of all TAG meetings shall be done jointly by the three Services and the Federal Aviation Administration and the National Aeronautics and Space Administration. The specific mechanisms to obtain and allocate funding from the Services/agencies shall be determined by the Executive Committee.

10. Policy Changes

10.1 Additions to or amendments of the above policies may be recommended by submitting the suggested change(s) in writing to the TAG Chair.

10.2 Policies may be amended by a majority vote of those Operating Board members in attendance at the Operating Board meeting at which amendments have been proposed.

Amended 14 November 1989 at TG-23, Killeen, Texas.

Amended 3 May 1994 at TAG-32, Oklahoma City, Oklahoma.

Amended 8 May 1996 at TAG-36, Houston, Texas.

Amended 7 November 2002 at TAG-48, Alexandria, Virginia.